

News and Notes:

December Child Count

It's that time of year again ... Thanksgiving, Christmas and Child Count!

Child count is an unduplicated count of all children with disabilities ages 3-21 receiving special education and related services according to an individualized education program (IEP) on Dec. 1 each year.

Please ensure that all of your student data is up to date in Infinite Campus prior to Dec. 5, 2008. On that date, the DOE Office of Data Management will begin extracting your data and preparing a preliminary report that will be sent to each school district. We ask that you review this report for accuracy and completeness. Any changes to the data must be done at the individual student level on Infinite Campus. Once all of your changes have been made, we will run a final report for you to verify and sign. We hope to have most reports signed off by Dec. 22, 2008. **Absolutely no corrections or additions will be allowed to the child count after Jan. 19, 2009.**

Preparing for the December Report

To update for the December count, the following steps should be completed.

1. Add new Students – add any new students enrolled after Sept. 26 and before Dec. 1.
2. If a student has exited between Sept. 26 and Dec. 1, assign a status end date and reason for leaving.
3. If a student has an IEP, complete/update special education data elements.

Making Changes in an IEP

If you have a change in the IEP, you will have to complete the following steps to change the record:

1. Go into the existing special education record and enter an end date and exit code.
2. Save
3. Enter new IEP information; use the first school day the IEP information becomes active for the eligibility date.
4. Save

Special Education Students No Longer on an IEP

To end the special education records for a child no longer receiving services this year.

1. Go to Special Education Fields in the enrollment tab
2. Enter an end date.
3. Enter the reason for leaving.

4. Save.

Out-of-District Placements

A student placed out of district needs to be entered into Infinite Campus by the facility or district that they are attending. If your district is paying for the placement then the enrollment status should be **P: Tuition Paid by District** or **C: Contracting Student**. The student will then show on the Resident District's child count.

Special Education Services

Please note: Special education services should be reported in hours per week. Some districts are still reporting in minutes. This is not correct. For example: A student receives 40 minutes of speech per week, he should have a .7 (40/60=.666 then round) not 40.

Common December SPED Reporting Errors

(Use of the Placement Categories)

Students ages 3-5 must use the 0300 placement categories regardless of their grade. If you have a child who is in kindergarten and age 5 on Dec. 3, this child must have a placement category of 0305, 0315, 0325, 0335, 0345 or 0355, while students ages 6-21 must use the 0100 placement categories.

If you have any questions regarding Child Count, please contact Laura Ellenbecker with the Department of Education at (605) 773-4727 or laura.ellenbecker@state.sd.us

Overlaps, Transfers and Exiting Students

The state will be sending out another overlap report within a few weeks. You can run an overlap report within your district by using the Student Information>Reports>Enrollment Overlap. These overlaps need to be resolved as quickly as possible. We ask that you contact the district in which your overlap or duplicate enrollment is with and resolve it promptly.

When a student transfers from your district to another district, be sure to update your student data in a timely manner. Periodic updates will help eliminate duplicate records. If a student is absent for an extended period of time and you do not receive a request for transcripts for the child, refer to the administrative rule listed below.

24:17:03:06. Mandatory dropping of students. Any student who has an unexcused absence of 20 consecutive school days shall be dropped from the count of the attendance center retroactive to the last day the student attended school or had an excused absence. An excused absence includes medical illness and enrollment in a short-term group care education program for up to 90 consecutive school days.

If the student returns anytime after the 20 school days, the student must still be dropped then re-enrolled. Create a new enrollment and use the day he returns as the status start date.

Overlaps are permissible for up to 90 consecutive days if the student is dually enrolled with any of the following:

- 1) Aberdeen JDC - 6001

- 2) Turning Point North – Shelter Care – Sioux Falls - 49005
- 3) Turning Point South – Chemical Dependency – Sioux Falls - 49005
- 4) Our Home Chemical Dependency – Huron - 2002
- 5) Rapid City JDC - 51004
- 6) Volunteers of America – New Start – Sioux Falls - 49005
- 7) Keystone Treatment Center – Canton - 41001
- 8) Huron JDC - 2002
- 9) Sioux Falls JDC – 49005
- 10) Walworth County/Selby JCD-62005
- 11) Chief Gall-Adolescent Treatment Center-6901

All other students must be counted as a drop once they have missed 20 consecutive days.

Service Type:

- ☐ **P: Primary** - This option is to be used when students are in attendance greater than 50 percent.
- ☐ **S: Partial** - This option is to be used when students are attending less than 50 percent.
- ☐ **N: Special Ed Services** - This option is to be used for students attending Private Schools who receive SPED services from a Public School District.
- ☐ **Students cannot be in enrolled 50 percent of the time at both attendance centers. Please go in and make the necessary corrections to any student that need to have a change in their service type.**

If you have a student who is showing up on the overlap report and the total percent equals 100 **and** the service type for one enrollment record is marked P (primary) and the other enrollment record is marked either S (partial) or N (special ed services), you do not have to make changes to that overlap.

Fall 2008 School Census Count

With the state aid fall enrollment numbers being finalized it now time to start on the school census (head count). This data will be used for statistical comparisons and trends. This count is also used for a number of federal reports and grant allocations. As always, this count and past year's fall census enrollment counts will be available on the following DOE web site: <http://doe.sd.gov/ofm/fallenroll/index.asp>

The criteria for inclusion in the **school census fall enrollment** are as follows:

- ☐ student must be enrolled on Friday, Sept. 26
- ☐ enrollments in home school are excluded,
- ☐ student must be enrolled greater than 49 percent to be included,
- ☐ open enrolled students are counted in the school in which they are enrolled and served,
- ☐ out of state students enrolled in South Dakota schools are included in this count,
- ☐ students are counted in the school in which they are enrolled (students tuitioned out of district will not be counted back in the numbers for their resident district),
- ☐ count is reported in terms of whole numbers (no decimals), and
- ☐ count is reported for all accredited and approved educational programs.

Updating your Data

Data can be continually updated on Infinite Campus. You do not need to wait for verification from the office that the December count is complete. **We would like schools to get in the habit of continually updating their data.** By doing this we should be able to provide a better product and service. If data is constantly being updated, we should be able to “catch” programmatic errors sooner and chances are you will get a faster response to any questions you do have.

Student Records Resources on the Web

<http://doe.sd.gov/ofm/sims/index.asp>

The above internet address exhibits several resources for Infinite Campus system users. Included are lists of data elements, FAQ's, policy statements, newsletters, and updated information. If you have questions, you may want to check the website—it may save you a call.

School Contact Personnel Changes

If there has been a change in your school's Infinite Campus Administrator, please contact Jennifer Rattling Leaf at (605) 773-4703 or email her at Jennifer.Rattlingleaf@state.sd.us with the updates.

DOE Contact Information:

Shannon Malone, Management Analyst
(605) 773-2539
shannon.brenner-malone@state.sd.us

Laura Ellenbecker, Management Analyst
(605) 773-4727
laura.ellenbecker@state.sd.us

Teri Jung, Student Data Analyst
(605) 773-8197
teri.jung@state.sd.us

Jennifer Rattling Leaf, Data Analyst
jennifer.rattlingleaf@state.sd.us